

To: Custodian of WRC-CM-4-2 QUALITY ASSURANCE

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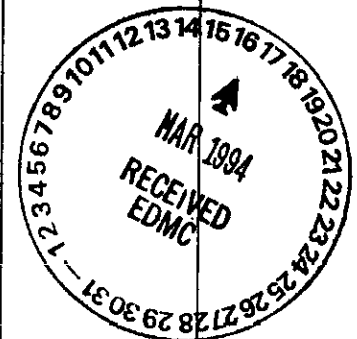
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Pagination need not be revised. 341 PagesE. M. Schroeder, Manager
Management Standards
*ME*Date 1/16/89

I have personally received the revisions identified for release in this page and assume full responsibility for updating my manual in accordance with instructions.

Custodian

Date

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PROCUREMENT CLAUSES AND INSTRUCTIONS

Instructions for Clauses

- The following instructions establish guidelines for the application of procurement clauses for acquisition of items and services by Westinghouse Hanford Company.

These clauses are to be selectively and judiciously applied to Impact Level 1, 2, and 3 procurement documents by the originator of the procurement. The clauses establish contractual obligations for quality program systems, identification, traceability, documents submittals, testing, reporting, qualification, special process controls, inspections, etc. Further guidance in the application of these clauses may be obtained from Quality Assurance.

The selection of clauses should be compatible with the particular type of item or service which is to be supplied. Certain items and services may require only a limited quality assurance effort in selected phases. The factors that determine the extent of application are: 1) importance of failure or malfunction to plant safety, 2) complexity or uniqueness of the item/service, 3) degree to which functional compliance can be demonstrated by inspection and test and 4) quality history and degree of standardization of the item. For complex procurement for which the existing clauses are not adequate, the originator may work with Quality Assurance to write a clause tailored to the specific scope of work.

In addition to the quality assurance clauses, there are administrative and generic clauses that establish contractual requirements for such things as cleanliness, packaging, spare parts listings, documentation submittals, etc. These clauses are intended for use by the originator when technical requirements have not been provided. These clauses, in effect, become part of the procurement documents.

9413153.1478

INSTRUCTIONSCLAUSE B01

This clause should be considered when items are being ordered for which a spare parts inventory is considered necessary.

CLAUSE B02

Clause B02 is a specialized clause and can be appropriately used with NQA-1 requirements. It should be used when cleanliness of closed systems is important, such as for hydraulic systems, closed tanks, heat exchanges, etc.

CLAUSES

Clause B01 - RO

RECOMMENDED SPARE PARTS LISTING

The Seller shall submit, with or prior to item shipment, a recommended spare parts list. The list shall provide the name and address of the original supplier of the replacement part, and the part's drawings, specification, or catalog identity including applicable change or revision information.

Clause B02 - RO

CLEANLINESS OF FLUID SYSTEMS AND COMPONENTS

The Seller shall develop and provide for Buyer approval prior to use, a cleanliness procedure or plan. The plan shall (1) assure the removal of deleterious contaminants, (2) minimize recontamination of cleaned surfaces and (3) minimize the cleaning required at the time of installation. The procedures shall provide controls for the prevention of contamination, loss of tools, or other items into areas of limited access, and for the maintenance of the level of cleanliness throughout the manufacturing process. Final inspections for cleanliness shall be performed immediately before packaging for shipment and shall be documented by the Seller.

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INSTRUCTIONSCLAUSE C01

The clause is to be invoked when identification is required on packaged items for handling, shipping, and storage to maintain traceability to purchase order documentation and identity of contents.

CLAUSE C02

This clause is used when identification is required on the item or package in a manner that is not detrimental to the functions or service of the item.

CLAUSE C03

This clause shall be selectively imposed on procurements for hardware that

- (a) *could be used to initiate or sustain continuity of Plant Operations,*

CLAUSES

Clause C01 - R0

PACKAGE IDENTIFICATION

All packaged items delivered in fulfilling this contract shall be identified by a visible, permanent method on an exterior surface of the package. Package identification shall include at least the following:

1. Drawing and Revision Number
2. Part Number
3. Purchase Order Number

Clause C02 - R0

IDENTIFICATION OF ITEMS

All items shall be identified with the part number and PO number. Identification shall be on the item or the package containing the item. Where the identification is on the items, such markings shall not impair the service of the item or violate dimensional, chemical, or physical requirements.

Clause C03 - R0

PURCHASE ORDER TRACEABILITY IDENTIFICATION

The Seller shall physically identify each item/part furnished to the Buyer with the following coded markings:

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INSTRUCTIONS

- (b) requires traceability to the purchase order on which it was procured,
- (c) has no requirements for certified chemical/mechanical test reports.

Examples of hardware on which this clause should be imposed are as follows:

- . As-cast hardware procured to Westinghouse designs
- . As-machined hardware procured to Westinghouse designs
- . Glove boxes and components thereof
- . Hoods and components thereof
- . Electrical and electronic equipment
- . Valves
- . Pumps and discharge heads
- . Meters
- . Gauges
- . Gasket materials (i.e., rubber, teflon, viton, etc.)
- . Prototype hardware/assemblies
- . Air, liquid and gas filter system components/assemblies
- . Radioactive shipping and storage containers

CLAUSES

PO - 1 123456 - 1 A

Sequential suffix letter assigned to each shipment of material.

Buyer's purchase order line item number.

Last five or six digits of Buyer's purchase order number.

Denotes the last digit of the calendar year in which the material was ordered.

Indicates that item/part is traceable to the Buyer's purchase order.

Marking shall be applied by the Seller per Specification HS-BS-0015 Type 5 (Electrochemical Etch), Type 10 (Tagging) Type A through Type F.

The location of the marking and the marking method, unless stipulated in PO, shall be approved by the Buyer prior to application of marking by the Seller.

Material which is impractical to physically mark, due to its size or configuration, shall be piece tagged/or packaged with the assigned code number.

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CLAUSES

Clause C04 - RO

IDENTIFICATION AND TRACEABILITY OF ITEMS

All items shall be identified with the part, heat, batch, or serial number and the purchase order and line item number. Identification shall be on the item or the package containing the item. Where identification is on the item such markings shall not impair the service of the item or violate dimensional, chemical or physical requirements.

INSTRUCTIONS

CLAUSE C04

This clause should be considered for most Level 1 and 2 procurements, it should be used when traceability from the items to the documentation is required.

INSTRUCTIONSClause C05

This clause shall be imposed on procurements for material which is designated to require traceability to Chemical Analysis and/or Mechanical Test Reports, as imposed by Clause E15 and/or E16.

Material traceability may be required on the following types of items.

Raw materials procured in accordance with governing ASTM, ASME, or AWS specifications/standards including, but not limited to, the following:

- Bar
- Pipe
- Fittings
- Flanges
- Plate
- Sheet
- Shapes
- Steel Welding Filter Material

CLAUSES

Clause C05 - R2

CERTIFIED MATERIAL TRACEABILITY IDENTIFICATION

In addition to ASTM/ASME marking, the Seller shall physically identify each item/part furnished to the Buyer with the following coded markings:

CQ - 1 - 123456 - 1 A

Sequential suffix letter assigned to each heat/lot of material.

Buyer's purchase order line item number.

Last five or six digits of Buyer's purchase order number.

Denotes the last digit of the calendar year of the WIC order.

Indicates that item/part is traceable to the material test report.

CQ marking shall be applied by the Seller, nominally within two inches of mill marking, using the same general method used by mill-i.e. die stamp, vibratory, template paint, chemical etch, etc.

Small items shall be bagged/wrapped and tagged. Packaged items, i.e. weld rod and liquid penetrant materials shall be rubber stamped or roller stamped.

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INSTRUCTIONS

CLAUSES

The Seller is required to physically mark items with the above listed code number in the following locations:

Bar and Pipe

Shall be marked within one foot of each end and once in the approximate center.

Plate and Sheet

Shall be marked within an area of one square foot from each corner.

Flanges and Fittings

Shall be marked nominally within 2 inches of mill marking.

Clause C06 - R0

IDENTIFICATION OF INSTALLED AGE CONTROLLED ITEMS

The Seller shall identify in a listing, each assembly and item(s) therein containing material having known limited life due to age or environment. The Seller shall include the minimum remaining life. Items shall not be furnished having less than 75 percent of the total life available. The Seller shall identify the cure dates of each limited life items used and specify storage temperatures, humidity and environmental conditions needed to be maintained.

CLAUSE C06

This clause is applicable to procurements of items which may contain age controlled items such as rubber seals or diaphragms. It is specifically applicable to spare parts which may be stored for a long period of time prior to use or installation.

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INSTRUCTIONS

CLAUSE C07

This clause is appropriate to procurement of items, such as rubber products, known to have age controlled life.

CLAUSE C08

Clause C08 should be utilized when normal commercial packaging may be inadequate or when extended storage by WHC is anticipated after receipt. It requires a supplier to prepare packaging and shipping procedures. It is a general clause and additional specifics, such as the time of anticipated storage after receipt, the level of storage, the storage conditions at WHC should be included in the procurement document. This clause should be used only when the items shipped are unusually susceptible to damage during shipping and handling.

CLAUSES

Clause C07 - RO

IDENTIFICATION OF AGE CONTROL ITEMS - RO

The Seller shall identify each item, package or container or material having limited shelf life with the cure date, date of manufacture, or expiration date. The Seller shall also specify any storage temperatures, humidity and environmental conditions which should be maintained. Material shall not be furnished having less than 75 percent of total shelf life available.

Clause C08 - RO

PACKAGING/SHIPPING PROCEDURES

The Seller shall prepare and submit for approval, prior to use, a procedure or plan for the packaging and shipping of items during the performance of this order. The procedures shall include as appropriate cleanliness inspections prior to packaging, of preservatives and coatings, descriptions of specially designed shipping containers, handling and rigging procedures, final inspections, and the type of transfer and shipping vehicles. Examples of the packing and shipping inspection forms shall be included. Additional guidance may be found in ASME/ANSI NQA-2, Part 2.2 (QA Requirements for Packaging, Shipping, Receiving, Storage, and Handling of Items for Nuclear Power Plants).

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INSTRUCTIONSCLAUSE E01

Clause E01 should be used in conjunction with Clauses E02, E03, or E06. It requires program submittals from Offerors who have changed their programs subsequent to qualification. Because Clause E01 applies to the proposal process only, it shall be dropped when the purchase order is awarded. If the Offeror holds an ASME Quality System Certificate, he may submit a copy of his certificate instead of his program document(s).

CLAUSE E02

Clause E02 may be used to require a full NQA-1 program or only those portions of the program that are applicable to the specific procurement. Clause E01 must be used in conjunction with Clause E02.

CLAUSES

Clause E01 - R1

QA PROGRAM SUBMITTAL AND PRE-AWARD SURVEYS

The Offeror shall submit their quality assurance program manual that addresses the quality assurance requirements identified herein.

If the Offeror's quality assurance manual has been previously submitted, he shall update it to make it current or submit a statement that the quality assurance manual has not changed since the previous submittal. The Buyer shall evaluate the Offeror's program prior to award. This evaluation may include a survey of quality program implementation at the Offeror's facilities. If program changes are required they will be identified to the Offeror for resolution prior to purchase order award. Programs that are deficient or inadequate may be used as basis to deny award of this order.

Clause E02 - R1

NQA-1 QUALITY PROGRAM

The Seller shall document, implement and maintain a quality assurance program which conforms to the applicable requirements of ANSI/ASME NQA-1, current addenda. The Seller's quality system is subject to review at all times by the Buyer. The basic requirements and supplements applicable to this order are as follows:

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INSTRUCTIONSCLAUSESQA PROGRAM CHANGES

The Seller shall, during the performance of this order, submit proposed changes to his quality assurance program to the Buyer for review.

SUBCONTRACTS

Where the Seller subcontracts any portion of this order with the exception of subcontracting for raw materials and commercial grade items, the Seller is required to invoke the applicable QA program requirements on the subcontractor. The subcontractors, including the scope of the subcontracted work, shall be identified to the Buyer on form PMM 15.1-006 Lower Tier Supplier Quality Assurance Information.

The identified subcontractors shall be subject to approval by the Buyer prior to the start of subcontracted work. Approval is based upon the subcontractor's capability to meet the applicable technical and quality requirements of this contract.

Unpriced purchase orders to approved subcontractors shall be submitted to the Buyer upon request.

The Buyer reserves the right to verify the quality of work at the Seller's facilities including any subtier facilities. Access to subtier facilities shall be requested through the Seller and verification may be performed jointly with the Seller.

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INSTRUCTIONSCLAUSE E03

IEE Std - 467-1980 establishes the quality assurance program requirements to be implemented by manufacturers of Class 1E instrumentation and electrical equipment for nuclear power generating stations. Clause E01 must be used in conjunction with Clause E03.

CLAUSE E04

ASME III, NCA-4000, is a full QA program for the manufacture of components to the requirements of Section III of the ASME Code. Clause E04 requires that the Offeror have a current ASME Certificate of Authorization.

CLAUSE E05

This clause should be used for the procurement of all materials requiring ASME certification. If it is used in conjunction with a welding material specification it must be approved by the welding engineer.

CLAUSES

Clause E03 - R0

IEEE PROGRAM REQUIREMENTS

The Seller shall document, implement, and maintain a quality assurance program which complies with the requirements of IEEE Standard 467-1980 including Part II thereto. This program shall be used during the performance of this order.

Clause E04 - R0

ASME III, NCA 4000

The Seller shall document and maintain a quality system which complies with the latest issue of ASME Boiler and Pressure Vessel Code, Section III, NCA - 4000. The system shall govern performance of this order and shall be subject to audit and approval by the Buyer or its authorized representative.

The Seller shall submit his ASME Certificate of Authorization in lieu of a description of this Quality Assurance Plan.

Clause E05 - R1

QUALITY SYSTEM FOR MATERIALS SPECIFYING TESTING PER ASME

Materials shall be manufactured and controlled under a Quality System Program in accordance with the latest issue of ASME Section III, NCA-3800.

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NOTE: This clause is mandatory for all welding material at 100N. Exceptions to this rule must be documented and accompany the procurement requisition.

CLAUSES

The manufacturer shall be audited, approved and qualified by ASME, i.e., possess a Quality System Certificate (Materials).

The Seller (if not the manufacturer) shall, as a minimum, document and maintain a Quality System, Identification and Verification Program per NCA-3800.

These systems shall be used during performance of this order and shall be subject to audit and approval by the Buyer or its representative, as warranted. The Seller's Quality Program and Manufacturer's ASME certificate shall be submitted by the Seller with his proposal.

Where such documentation has been submitted to the Buyer within the past twelve (12) months and such documentation has not been revised, submittals are not necessary. Instead, the Seller shall reference his Quality Program title revision and/or date and the manufacturer's name and ASME certification number and its expiration date.

Certified Material Test Reports:

The chemical analyses and mechanical results as specified by the purchase order shall be submitted prior to or with each shipment. Each report shall contain the following:

1. Product Description - Specification(s), Codes, Type of Material, etc.

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INSTRUCTIONSCLAUSE E06

Clause E06 is applicable to suppliers providing materials under Section III of the ASME Code. It is a limited program and is not applicable to fabrication. The supplier has the option of being approved by WHC or obtaining an ASME Quality System Certificate. Clause E01 must be used in conjunction with Clause E06.

CLAUSES

2. Actual results of chemical analysis/mechanical testing in accordance with the provisions of the Code, standard and/or specifications.
3. The specification defining the chemistry/test requirements.
4. Traceability to the item tested (Heat No., Lot No., etc.)
5. The signature of the authorized representative or the agency performing the tested (if an agency other than the manufacturer performs all or part of the testing, the agency name and test(s) performed shall be so specified).
6. The manufacturer's ASME Certificate No. and expiration date.
7. The purchase order number and item to which the report applies.

The reports are for review and acceptance by the Buyer.

Clause E06 - RO

ASME III, NCA 3800

The Seller shall provide and implement a quality system program meeting the requirements of the latest issue of the ASME Boiler and Pressure Vessel Code, Section III, NCA 3800, and possess a current Quality System Certificate issued by ASME. Alternatively, the Seller may be qualified by WHC rather than through an ASME survey in which case implementation of his documented quality program

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CLAUSESINSTRUCTIONS

shall be, or shall have been surveyed and approved by WHC.

The following provisions shall apply:

- a) Material suppliers qualified by WHC cannot qualify and purchase materials from other material suppliers. Material suppliers qualified by ASME may qualify other material suppliers when specifically permitted within the scope of their certificate.
- b) Material suppliers qualified by WHC may not use the provisions of NCA-3867.4(e) in certifying material. Material suppliers qualified by ASME may use the provision of NCA-3867.4(e) when specifically permitted within the scope of their certificate.
- c) Material manufacturers and material suppliers qualified by WHC shall list on the documentation supplied with material a) the date of qualification by WHC and b) the revision and date of their QA program under which the material was obtained and/or manufactured.
- d) The documentation for material supplied to WHC that has been obtained from parties qualified by material manufacturers and material suppliers holding Quality System Certificates shall include a Certificate of Conformance listing Certificate Holders Certificate Number and expiration date.

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INSTRUCTIONSCLAUSE E07

This clause shall be applied whenever additional data is required for determining Buyer source inspection/surveillance requirements at the Seller's facility.

This clause may be applied without Clause E08, "Buyer's Source Inspection."

However, in those cases where Clause E08 is applied, this clause must also be applied.

CLAUSES

Clause E07 - RO

FABRICATION/INSPECTION/TEST PLAN

The Seller shall prepare a detailed fabrication/inspection/test plan. Two (2) legible copies of the document, shall be submitted to the Buyer for review and approval prior to starting work. The document shall include the following: (specify sub-section clauses)

- a) Traceability to Buyer's purchase order document number.
- b) What is to be fabricated/tested/inspected, e.g. components, subassemblies, assemblies.
- c) The identity of the sequential fabrication/process steps.
- d) The sequential points for inspection and tests to be performed during fabrication/processing.
- e) The method/procedure to be used during inspection/test shall include (1) identification of each characteristic or attribute to be evaluated, (2) the measuring and test equipment to be used, (3) the inspection/testing set-up for each characteristic/attribute evaluated, (4) the report form to be used, (5) other requirements as required by Code standard, or contract, and (6) sampling plans for final characteristics (AQL, lot size, inspection level), where applicable.
- f) The Buyer's designated inspection/witness

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INSTRUCTIONS

CLAUSES

CLAUSE E08

This clause should not be applied to all purchase orders as a matter of routine. It should only be used in those instances when it is determined that we intend to exercise our right to conduct source verification/inspection at the Seller's or their subtier's facilities.

Normally, the following criteria, as a minimum, are evaluated to determine application of this clause:

- *Item complexity*
- *Need for specialized equipment, which is not available at Hanford*
- *Scheduling constraints anticipated upon hardware delivery which preclude normal receiving inspection*
- *Hardware to be "drop-shipped" to a facility other than Hanford (i.e., for further processing, incorporation into an assembly, etc.)*
- *Critical characteristics inaccessible to verification at receiving inspection.*

Clause E07, must also be imposed whenever this clause is specified.

Subsequent revisions/modifications to the fabrication/inspection/test plan document require review and approval by the Buyer prior to implementation of the change.

Clause E08 - R0

BUYER'S SOURCE INSPECTION

All items furnished under the terms and conditions of this purchase order are subject to verification and/or inspection at the Seller's, or his subtier, facility by the Buyer. The Seller shall be required to provide evidence of his inspection of all items prior to Buyer performance of source inspection.

Mandatory source verification/inspection hold/witness points shall be selected, based upon review of the Seller's fabrication and inspection plan.

As a minimum, the Seller's final inspection, prior to packaging for shipment, shall be considered a mandatory hold point, unless specifically waived by the Buyer in writing.

The Seller shall notify the Buyer at least five (5) working days prior to the time that the Buyer's Quality Assurance Representative is required for each established hold/witness, inspection/ verification point.

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INSTRUCTIONSCLAUSE E09

The clause is applied to hardware which is subject to repetitive manufacturing processes by the Seller.

The clause requires the Seller to demonstrate to the Buyer, at their facility, that they have complied with all purchase order requirements during the manufacture of the "first article."

CLAUSES

The Seller shall provide necessary access to facilities, equipment, records and personnel to allow the performance of the required inspections/verifications.

The Buyer reserves the right to waive any inspection/verification point previously established. All such waivers must be documented in writing to be considered valid.

Seller's source inspection release shall be documented on a buyer-supplied Form A-7310-111 "Supplier Certification and Release". The source inspection release shall be included with the shipping documentation but does not indicate Buyer's acceptance of the supplied items.

Clause E09 - RO

FIRST ARTICLE INSPECTION-SOURCE

The Seller shall schedule a first article inspection for the Buyer at the Seller's plant and shall schedule a comparable inspection at production change points or for specified articles following major tooling, process, or design changes; or subsequent to evident quality degradation. For a first article inspection, the Seller shall present or demonstrate the following to the Buyer as a minimum:

- a) Drawings, specifications, and other documentation used for manufacture, inspection and test of the first article,
- b) Objective evidence of inspection acceptance of tooling, processes, and test equipment used to produce the first article,

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INSTRUCTIONSCLAUSE E10

This clause is applied to the procurement of hardware which is subject to repetitive manufacturing processes by the Seller, but does not require specialized equipment to perform a complete inspection of the completed item.

The clause requires the Seller to submit his "first article" to the Buyer, along with copies of their associated inspection documentation, for inspection/test at the Buyer's facility to determine it's compliance with the requirements of the purchase order.

CLAUSES

- c) Objective evidence of the Seller's inspection and acceptance of the first article,
- d) Compliance with quality program requirements of this order,
- e) Other applicable documentation, data, demonstrations, tests, or evidence of conformance of the first article to requirements of this order.

The Seller shall notify the Buyer at least five working days before the first article is available for inspection.

Clause E10 - R0

FIRST ARTICLE INSPECTION/TEST - RECEIVING

The Seller shall deliver _____ units of purchase order items _____ within _____ calendar days from the purchase order date to the Buyer at the location specified in the purchase order for first article inspection and/or tests. The shipping documents shall specify the purchase order and identify the lot, item, or other purchase order item designation. The characteristics and/or performance requirements which the first article must meet, and will be subjected to, are specified elsewhere in the purchase order.

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INSTRUCTIONSCLAUSE E11

This clause shall be applied whenever the procurement is in accordance with WHC engineering drawings and/or specifications, to provide documented configuration control and evidence that the resulting hardware submitted by the Seller, is in compliance with established criteria.

CLAUSES

Within _____ calendar days after Buyer receives the first article, Buyer shall notify the Seller in writing of the approval or disapproval of the first article. Notice of approval shall not relieve Seller from compliance with all requirements of the specifications and drawings. A notice of disapproval shall cite the reasons for disapproval. Seller shall submit additional first articles for inspection and/or testing or make repairs, changes, modifications as directed by the Buyer.

Clause E11 - R1

CERTIFICATE OF COMPLIANCE

A Buyer supplied form "Supplier Certification and Release" (Form A-7310-111) shall be completed through Block 12, signed by an authorized representative of the Seller, and provided with each shipment against the order. This certification shall identify all documents to which the shipment conforms, such as Buyer-furnished or approved specifications, drawings, and revision numbers, any design changes or waivers to the identified drawings or specifications, and any Buyer approved non-conformance reports. The signature of the authorized representative certifies that the material complies with all identified documents. Records fully supporting the certification shall be available for review by WHC upon request.

A Seller holding an ASME Quality System Certificate shall list their certificate number and expiration date.

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INSTRUCTIONSCLAUSE E12

This clause should be imposed whenever documenting and reporting of nonconformance to a technical requirement (ie drawing, specification, special process) of a purchase order is appropriate. This clause is used for control of Seller's deficiencies/deviations. Clause E14 shall be used in conjunction with this clause.

CLAUSES

Clause E12 - R1

NONCONFORMANCE DOCUMENTATION AND REPORTING GENERAL

All Nonconformance Reports (NCRs) proposed by the Seller for disposition "Accept" or "Repair" shall be approved by WIC before any action is taken by the Seller on the nonconformance.

These nonconformances shall be documented on an NCR, Form 54-7310-104. The NCR shall be completed and processed per this clause and the instructions on the back of the form.

Each NCR shall be completed through Block 8 and submitted to the Buyer for approval within one week after the nonconformance is discovered.

All original NCRs shall be included in the Seller's Data Package shipped with the affected items. NCR copies shall be included with additional Supplier Data Packages.

USE OF TWXs/TELEFAX

If the schedule requires unusually fast disposition of a nonconforming condition, the Seller shall contact the Buyer and provide the assigned NCR number, the information required by Blocks 1 through 8, and a request that WIC approve the recommended disposition. The Seller shall act in accordance with WIC's responding communication.

The Seller shall then complete the NCR form and forward to the Buyer.

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The Buyer will process the NCR.

NCR CLOSE OUT

If the NCR recommended disposition is "Accept", the completion of Block 10 (Block 11, if required) is the final close out action.

Block 12 shall be completed as the final close out action for all other NCRs. Details depend on the disposition, as follows:

- Repair/Rework - The Seller's QA Representative shall complete Block 12 of reinspection, and sign.
- Reject - The Seller's QA Representative shall verify that the material has been properly disposed of, and shall then enter "Disposal Complete" in Block 12, and sign.
- Conditionally Accept - The Seller's QA Representative shall accept/verify the non-conforming item (or associated software) is identified with a tag defining the conditions of the acceptance.

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INSTRUCTIONSCLAUSE E13

This clause is to be invoked on Sellers constructing, owning, operating or supplying the components of any facility or activity which is licensed or otherwise regulated pursuant to the Atomic Energy Act of 1954, as amended, or the Energy Reorganization Act of 1974.

CLAUSES

Clause E13 - RO

REPORTING OF SAFETY DEFECTS AND NONCOMPLIANCE

The pieces of equipment and/or services to be furnished under this order are subject to the requirements of Title 10, Code of Federal Regulations, Part 21, "Reporting of Defects and Noncompliance".

This regulation permits Sellers of supplies and services subject to the regulation to evaluate any deviations or to request the Buyer or licensee to cause an evaluation to be made.

If the Seller elects to make the evaluation to determine whether a particular deviation could create a substantial safety hazard and the deviation proves to be a defect, the Seller shall notify the Buyer at the time the Seller reports a defect to the NRC. If the Seller elects to inform the Buyer of any deviation in order that the Buyer may cause an evaluation to be made, the Seller shall inform the Buyer accordingly.

All correspondence will be addressed to the Manager, WMC Purchasing, P. O. Box 1970, Richland, WA 99352.

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INSTRUCTIONSCLAUSE E14

This clause is to be used when documentation is required by the order to support or demonstrate satisfactory completion of items or services tendered for acceptance by the Seller. The seller data package direction provides the Seller with acceptability requirements for documentation submitted to WHC. The Buyer shall provide to the Seller data package direction using form PHM-42-077 as found in the procurement administration specification section 2.5.7.

CLAUSE E15

This clause shall be applied when Chemical Analysis Reports are required to provide documentary evidence of compliance with the governing specification to which the material was procured.

CLAUSES

Clause E14 - R1

DOCUMENTATION

Seller shall deliver two legible copies (unless otherwise specified) of the quality assurance documentation required by the order. One copy of the documentation shall be packaged in a weatherproof container, addressed as specified for the item shipped, marked "Seller Data Package", and shall accompany the applicable item(s) shipped. The Seller shall mail a second copy of the Seller Data Packaged (SDP) to:

Westinghouse Hanford Company
P. O. Box 1970 (Or other addresses specified)
Richland, WA 99352

Attention: Buyer's name as it appears on the order. Westinghouse Hanford Company Purchasing

For subsequent shipments on this order, reference may be made in the SDP to any applicable documentation provided with earlier shipments, instead of duplicating such documentation.

Clause E15 - R1

CHEMICAL ANALYSIS REPORTS

The manufacturers chemical analyses report, containing the chemical properties required by the governing code, standard or specification called out by the purchase order, shall be submitted prior to or with each shipment.

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The report(s) shall contain the following information:

1. The purchase order number and item to which the report applies.
2. Actual results of the analysis, in accordance with the requirements of the applicable code, standard, or specification.
3. Identification of the governing code, standard, or specification which defines the testing requirements.
4. Traceability to the item(s)/material(s) submitted to the Buyer, (i.e., Heat/Lot No.).
5. The name and address of the manufacturer.
6. The signature of the manufacturer's authorized representative responsible for performance and documentation of the analysis or the name of the agency which performed the analysis, including the signature of the agency's authorized representative.

The reports are for review and acceptance by the Buyer. The report shall be legible enough for clear reproduction.

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INSTRUCTIONSCLAUSE E16

The clause shall be applied when mechanical test reports are required to provide documentary evidence of compliance with the governing specification to which the material was procured.

CLAUSES

Clause E16 - R1

MECHANICAL TEST REPORTS

The manufacturers mechanical test report, containing the mechanical properties required by the governing code, standard or specification called out by the purchase order, shall be submitted prior to or with each shipment.

The report(s) shall contain the following information:

1. The purchase order numbers and item to which the report applies.
2. Actual results of the analysis, in accordance with the requirements of the applicable code, standard, or specification.
3. Identification of the governing code, standard, or specification which defines the testing requirements.
4. Traceability to the item(s)/material(s) submitted to the buyer, (i.e., Heat/lot No.).
5. The name and address of the manufacturer.
6. The signature of the manufacturer's authorized representative, responsible for performance and documentation of the

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analysis, or the name of the agency which performed the analysis, including the signature of the agency's authorized representative.

The reports are for review and acceptance of the Buyer. The report shall be legible enough for clear reproduction.

Clause E17 - R1

INSPECTION AND TEST REPORTS

The Seller shall submit two (2) legible, reproducible copies of Inspection/Test Reports.

The report(s) shall include the following:

1. Identification of the applicable inspection and/or test procedure utilized.
2. Resulting data for all characteristics evaluated, as required by the governing inspection/test procedure.
3. Traceability to the item inspected/tested, (i.e., serial number, part number, lot number, etc.)
4. Signature of the Seller's authorized representative or agency which performed the inspections/tests.

CLAUSE E17

This clause shall be applied whenever records of inspections and/or tests, performed by the Seller, are required to substantiate/document compliance with purchase order requirements.

Examples of applicable documentation are:

- Dimensional Inspection Records (in-process/final)
- Visual Weld Inspection Records (in-process/final)
- Protective Coating Verifications
- Hardware Identification Verifications
- Testing Verifications
- Receiving Inspection Records
- Special Process Verifications

Clause E14 must be used in conjunction with Clause E17.

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INSTRUCTIONSCLAUSE E18

This clause is invoked when the results or test data from flame tests are required by the order. Clause E14 must be used in conjunction with Clause E18.

CLAUSE E19

This clause is used when the actual results or test data from a calibration are required. See Clause E20 instructions for certification of calibration.

Clause E14 must be used in conjunction with clause E19.

CLAUSES

Clause E18 - RO

FLAME TEST REPORTS

Flame test reports shall be submitted with each shipment. The reports shall include the following: (1) test procedure identification, (2) resulting data as required by IEEE-383, (3) traceability to the material tested (i.e., batch number, heat number, lot number), (4) signature of the authorized representative or agency performing the tests. Reports shall also reference the WHC purchase order number.

Clause E19 - RO

CALIBRATION REPORT

Each shipment shall be accompanied or preceded by a certification stating the equipment furnished to the order requirements has been calibrated utilizing standards whose calibration is traceable to the National Bureau of Standards or other documented evidence must be submitted stating the basis of the calibration. In addition, the Seller shall submit a report of actual calibration results. The report shall be identifiable to the acceptance criteria of the items submitted and shall meet purchase order requirements. The reports shall contain the signature of the authorized representative of agency verifying compliance.

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INSTRUCTIONS

CLAUSE E20

This clause is used when calibration is performed and documentation of testing is required to provide verification of calibration.

CLAUSE E21

This clause is invoked when repairs and calibration services are procured for Buyer owned equipment. Clause E14 must be used in conjunction with Clause E21.

CLAUSES

Clause E20 - RO

CERTIFICATION OF CALIBRATION

The Seller shall submit two (2) legible, reproducible copies of Certificates of Calibration, which are traceable to the National Bureau of Standards, for each article ordered. Each certificate shall be identified with (1) the Buyer's purchase order number, (2) identification of the article to which the certificate applies and (3) the standards used for calibration. Each calibration certificate shall be signed by the seller's representative that is responsible for the calibration to attest to its authenticity.

Clause E21 - RO

REPAIR AND CALIBRATION SERVICES

When repair and calibration services are required, the Seller shall perform the repairs in accordance with the manufacturer's instructions. The report of calibration shall include (1) actual calibration or test data, (2) the as-found data or condition, (3) the scope and description of repairs completed or attempted, and (4) the instrument identification or serial number. The report shall be signed by the seller's authorized representative and one copy shall accompany the shipment.

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INSTRUCTIONSCLAUSE E22

This clause is invoked when the Buyer lacks sufficient data, e.g., drawing, catalogs, etc. to allow for inspection of the item.

CLAUSE E23

This clause shall be applied when nondestructive examination (NDE) processes are specified in the governing engineering documentation. This clause is applied in conjunction with Clause E26. Clause E26 provides verification of NDE personnel certification requirements associated with the purchase order.

CLAUSE E24

This clause should be used when welding is to be performed to AWS D.1.1 and weld inspection is required. It is applicable to structural welding only and should not be applied to pressure piping.

CLAUSES

Clause E22 - R2

MANUFACTURER'S DATA

The Seller shall submit two (2) legible copies (unless otherwise specified) of product data; i.e., drawings, catalog pages, or brochures, that provide adequate information to enable the Buyer's Quality Assurance Department to verify the form and function of the articles procured.

Clause E23 - R1

NDT PERSONNEL QUALIFICATIONS

Personnel performing NDE (RT, PT, UT, ET, LT, AC or MT) shall be qualified/certified to SNT-TC-1A, current edition unless otherwise specified. The recommended practices in SNT-TC-1A are mandatory requirements.

Clause E24 - R0

WELD INSPECTION PERSONNEL CERTIFICATIONS

Personnel performing weld inspection shall be certified to the requirements of AWS QC-1 Certified Weld Inspector (CWI).

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CLAUSE E25

This clause shall be applied whenever the governing engineering documentation (i.e., procurement specification/ design drawings), specify welding in accordance with recognized national standards, (i.e., ASME, AWS, ANSI, etc.) and buyer review/approval is required prior to start of Seller's fabrication to assure that the Seller's process and personnel qualifications comply with established requirements.

CLAUSE E26

The clause shall be applied in those instances where special processes are specified in the engineering documentation, (i.e., procurement specification/design drawings), and Buyer review/approval is required prior to start of Seller's fabrication, to assure that the Seller's process and personnel qualifications comply with established requirements. This clause applies to the Seller and his subtier Sellers.

Use Clauses E14 and E23 in conjunction with Clause E26.

CLAUSES

Clause E25 - R0

WELDING PROCEDURES AND QUALIFICATIONS

Welding procedures and personnel shall be qualified in accordance with the applicable AWS or ASME specifications as specified in the purchase order. The Seller shall submit copies of all welding procedures, Procedure Qualification Records and Welder Qualification Records to be employed in the performance of this purchase order. Buyer approval is required prior to the start of fabrication.

Data and changes thereto shall be submitted to the Buyer as identified in the purchase order.

Clause E26 - R3

NONDESTRUCTIVE EXAMINATION PROCESS APPROVALS FOR SUPPLIERS AND THEIR SUBTIERS

Nondestructive Examination processes required within this purchase order shall require review and approval of Seller's (1) personnel certification procedure (2) personnel certifications, and (3) NDE operational procedures. This approval shall be obtained from the Buyer prior to start of fabrication.

- (1) The personnel certification procedure shall accurately reflect the requirements embodied in the applicable issue of SNT-TC-1A plus any other requirements of the Seller.
- (2) The personnel certification package shall contain (a) a letter of certification signed by an officer of the Seller's Company,

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(b) objective evidence of the certified person's educational level, (c) objective evidence of the required training and the successful completion thereof, (d) evidence of claimed experience, (e) hire-rehire dates, if applicable, and (f) eye examination results, as a minimum.

- (3) The NDE operational procedures shall contain all applicable requirements of the documentation referenced in the purchase order including (a) reference standard or image quality indicator information, (b) chemical purity requirements, (c) calibration requirements, and (d) report forms, as a minimum.

- (4) When radiography is required, demonstration radiographs shall be provided for review.

CLAUSE E27

Clause E27 - RO

This clause may be applied whenever there is a requirement that NDE be performed in accordance with qualified procedures by qualified personnel.

If prior approval by WHC of procedures and personnel qualifications is deemed necessary, use Clause E26 in addition to Clause E27. Either clause must be used in conjunction with Clause E14.

NDE PROCESS CERTIFICATION

The Seller is responsible for and shall certify to Nondestructive Examination (NDE) specification compliance by their organization and their subcontractors for those special processes listed in the purchase order. Objective evidence shall be maintained at the Seller's facility and be available for audit by the Buyer. Each shipment shall be accompanied by two (2) legible, reproducible copies of certification stating that the process(es) was performed in accordance with specification requirements. An NDE report shall also be submitted, which states the actual examination results and the examiner's signature

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Clause E27 (continued)

and certification level. The certification and the NDE report shall identify the applicable specification and revision to which the special process conforms; the name of the agency that performed the special process, if other than the Seller; the date and the signature of the Seller's representative. When parts are serialized, the serial numbers shall appear on the certification and NDE report.

Data and changes thereto shall be submitted to the Buyer's as identified in the purchase order.

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CLAUSE E28

Use this clause for procurement of HEPA filters. The requisitioner shall specify the pressure drop limits.

CLAUSES

Clause E28 - R0

HEPA FILTER INSPECTION REQUIREMENTS

Filters covered by this document shall not be accepted by WHC until the Hanford Filter Test Facility has tested and inspected each filter for an efficiency of not less than 99.97 percent when tested with 0.3 micron dioctyl sebestate smoke. The pressure drop shall not be greater than _____ w.g. at _____ cfm. Overall dimensions shall be correct to within plus or minus 1/16 inch and squareness shall be within 1/8 inch. Filters that do not conform shall be returned to the Seller at Seller's expense. Rejected filters shall be tagged with a "Reject Slip" noting the reason for rejection. The Seller shall provide replacement filters until the stipulated quantity of filters ordered has been found acceptable.

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INSTRUCTIONSCLAUSE E29

Deleted.

CLAUSE E30

Use this clause for respiratory filters. The requisitioner shall specify the pressure drop requirements.

CLAUSES

Clause E30 - RO

RESPIRATORY FILTERS

Respiratory Filters will not be accepted by WHC until Hanford Test Facility has tested and inspected each filter for an efficiency of not less than 99.975 percent when tested with 0.3 micron dioctyl sebasate smoke. The pressure drop shall not be greater than MM W. G. at liter per/min. Filters that do not conform will be returned at the Seller's expense. Unacceptable filters shall be tagged with "REJECT" slip noting the reason for rejection. Seller shall be responsible that adequate and proper crating, packing, and shipping precautions are taken.

INSTRUCTIONSCLAUSE E31

This clause shall be used when the procurement is required to be in accordance with a Military specification requiring parts furnished by a qualified producer. Receiving Inspection is required to verify that the parts provided do in fact come from a manufacturer who has qualified his parts and processes with the Department of Defense (DOD), the proof of which is that he is listed on the QPL for the part or product involved. Generally, manufacturers who are on a DOD QPL have a quality program meeting military specifications. Hence, it is not usually necessary to require that the manufacturer meet specific NQA-1 requirements. The manufacturer must be on the QPL; the Seller, who may not be the manufacturer, may or may not be on the QPL.

CLAUSE E32

This clause is intended to be applied to Impact Level 1, 2 or 3 procurements of commercial grade items ordered through a distributor where additional assurance is needed that the items have been obtained from the original equipment manufacturer (OEM). It requires that the distributor purchase the ordered items directly from the OEM and submit objective evidence, with delivery of the items, that this requirement has been met. Particular consideration should be given to commercial grade items designated for use in safety-related applications; such as, electrical components (circuit breakers, relays) where the potential for unauthorized refurbishment exists if intermediaries are involved.

CLAUSES

Clause E31 - RO

QUALIFIED PRODUCTS LIST

The Seller shall have qualified his product, according to the rules of the applicable Military Standards, and his plant shall be listed on the latest edition of the Qualified Products List (QPL) maintained by the Military command with jurisdiction over the particular product involved. If the Seller is not the manufacturer, and the manufacturer is on the QPL, the Seller shall provide traceability documentation indicating the manufacturer's name, location, batch or lot number, and level of qualification. Seller shall provide a copy of the applicable page(s) of the latest QPL showing the manufacturer to be on it. Products from manufacturers not on the latest edition of the QPL shall not be shipped to WHIC and are not acceptable.

Clause E32 - RO

DISTRIBUTOR FURNISHED ITEMS

Distributors furnishing items on this purchase order shall obtain said items directly from the original manufacturer of the items. The distributor shall provide legible and reproducible documentation, with the delivery to Westinghouse Hanford Company (WHIC), that provides objective evidence that the items were provided by the original manufacturer. These may include the purchase order to the original manufacturer, shipping documentation or manufacturer invoice; each of which identify the items obtained from the original manufacturer.

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INSTRUCTIONSCLAUSE F01

This clause should be used only with the procurement of ASME type materials. It may be applied when procuring materials from a distributor who represents an ASME authorized company, but who does not hold an ASME certificate himself. The distributor handles contractual items, billings, etc. but does not physically handle the items or materials. This clause should be used in conjunction with other ASME related clauses, i.e., Clauses E04 or E06. It is appropriate to add this clause by alteration to orders, at the completion of the proposal reviews, which are being awarded to non-ASME distributors.

CLAUSE G01

This clause is used when document submittals and subsequent Buyer review are required during the performance of an order.

If no submittals are required except with shipment, use Clause E14.

CLAUSES

Clause F01 - RO

DIRECT DROP SHIPMENT

This purchase order is issued on the condition that all specified material, certifications and test reports shall be drop-shipped, by the ASME certified manufacturer directly and only to the Buyer, WIC 2401 Stevens Drive, Richland, WA 99352.

Each item of property shall be clearly and permanently marked with an individual serial number which shall also appear on each specified certification and test report.

The above stated condition shall appear, unchanged, on sellers/or suppliers orders to the ASME certified manufacturer.

Clause G01 - RO

DOCUMENT TRANSMITTALS

The Seller shall utilize a Document Transmittal System for the exchange of data and information during the performance of work under this order. The transmittal shall contain (1) a unique identification number, (2) a brief identification of the document(s) including revisions, (3) the date of the transmittal, (4) purpose of the transmittal, including required action (if any) (5) signature of supplier representative, and (6) means or provisions for receipt acknowledgement by the buyer.

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